

Section 9.1 FUNCTIONS MENU

TKU Processing

Overview and Selection Tab

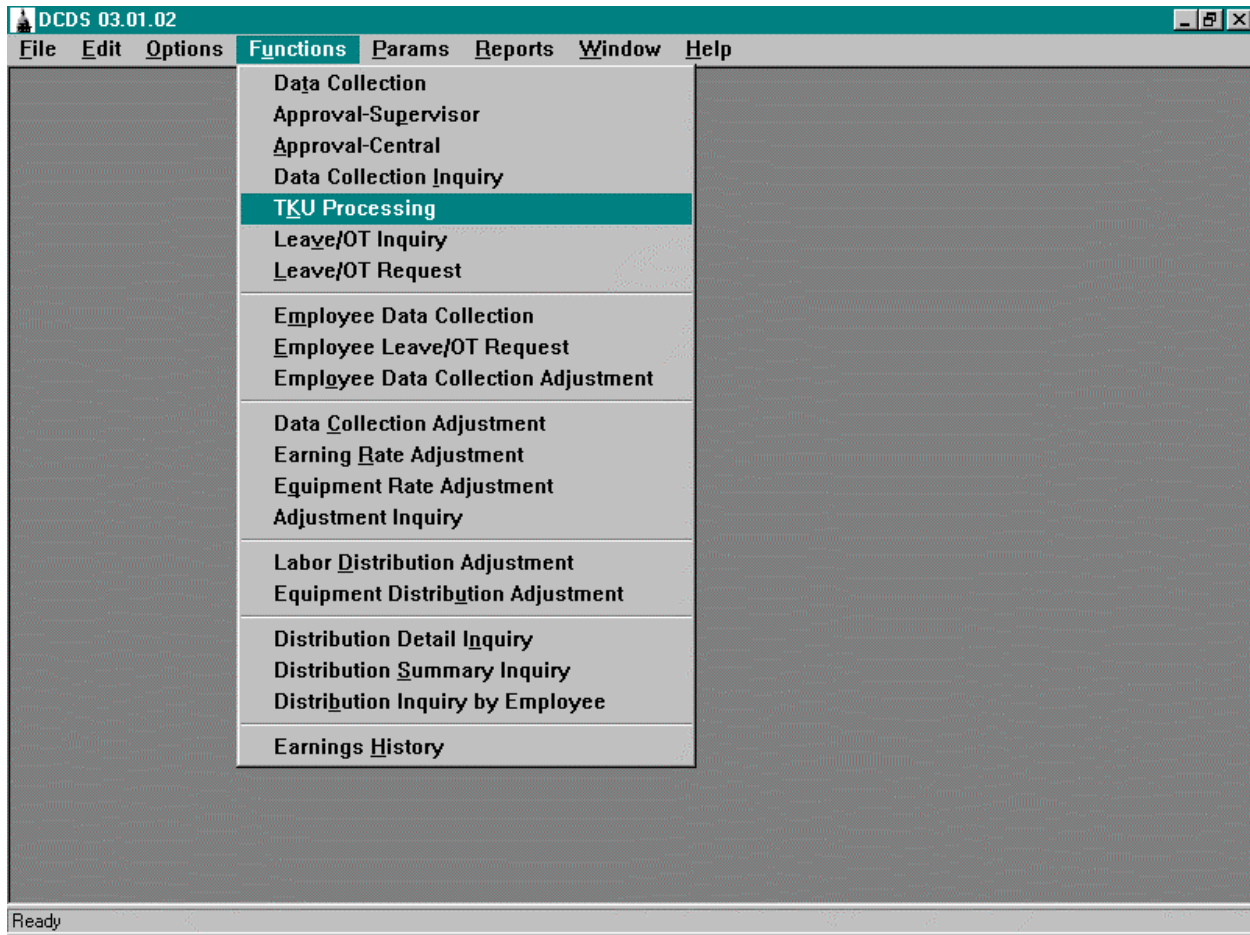
Purpose	This section provides the procedures for auditing, certifying and releasing of information entered in the Data Collection windows for a timekeeping unit by using the TKU Processing window. Further processing of time and attendance data cannot occur unless the data has been approved and submitted.
Tabs	Selection, TKU Review, TA Summary, Missing, Warnings, Release, Emp Dtl, Emp Info
Reminders	<ol style="list-style-type: none"> 1. The TKU Processing window is accessed through the Functions, TKU Processing items on the menu bar and consists of the following tabs: <ul style="list-style-type: none"> ■ Selection - Allows user to select specific TKUs. The Selection tab is the first tab displayed and consists of a Selection Criteria window and a Selection List window. Once the appropriate information is selected or entered and the Select button is clicked, the remaining tabs become active and the data for the selected TKU is displayed in the Selection List window. A user may then sort the data by agency or TKU and select to view only TKUs that have been audited, certified or released. ■ TKU Review - Displays the total number of employees that have not submitted a timesheet, total hours by hours type reported by all employees within a TKU, and total hours by hours type reported for each employee. Audit and certification are completed from the TKU Review tab. ■ TA Summary - Displays a summary of all the time and attendance information within a TKU. ■ Missing - Displays employees who have not submitted a timesheet. It allows a timesheet to be generated for an employee that is listed in the window based on their default work schedule or with zero hours. If a default work schedule has not been set up, then the standard hours established in the Human Resource Management Network (HRMN) will be used. The Missing tab will only become active, if employees in the selected TKU have not submitted a timesheet. This can be verified on the TKU Review tab. <p><i>Continued</i></p>

TKU Processing Overview

Reminders (Continued)	<ul style="list-style-type: none">■ Warnings - Displays warnings found during the validation of a timesheet that have not been corrected. Time and attendance information must be saved or submitted for the warnings to display. Before time information can be submitted, any errors found must have been corrected.■ Release - Allows timesheets to be released for a TKU. When timesheets are released they are sent for processing during the nightly batch process. <p><i>The following tabs are duplicate windows that are displayed in Data Collection Inquiry. Therefore, this section does not include any procedures for these tabs, refer to sections indicated.</i></p> <ul style="list-style-type: none">■ Emp Dtl - The Employee Detail tab displays a summary of an employee's timesheet. Holidays are highlighted in red. The same data is displayed on the Time tab in Data Collection Inquiry, however, the holidays are not highlighted in red (see Section 7.2).■ Emp Info - The Employee Information tab displays general information on an employee, standard distribution information and leave balances. This is the same window that is displayed on the Emp Info tab in Data Collection Inquiry (see Section 7.5).
References	No Specific References

Main Menu

To display the TKU Processing window, select the Functions menu item from the Menu bar and select TKU Processing from the dropdown menu.



Selection Tab

The following window is displayed when Functions, TKU Processing is selected from the Menu bar. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

TKU Processing

Selection TKU Review TA Summ. Missing Warnings Release Emp Dtl Emp Info

Sel Criteria

Dept: 59 Agy: TKU: PP End Dt: 9/16/00

Select

Selection List

Dept	Agy	TKU	Audited	Certified	Released
59	01	001	07/07/2000 20:04 T_HRMND99	07/07/2000 20:04 T_HRMND99	07/07/2000 21:10 T_HRMND99
59	01	002			
59	01	003			
59	01	004			
59	01	005			

<=> Modify Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to select TKUs.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. Note: When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. Note: If the user is only authorized to enter time for one TKU, that TKU number will automatically display.
4	PP End Dt*	Select or enter the appropriate pay period end date.
5	Select Button	Click on the Select button located at the top of the window (or press Alt + L) to display the TKU information in the Selection List window.
6	Selection List	Displays the TKU selected and the status. Click on the appropriate tab (TKU Review or TA Summ) to view the detail of a TKU. Click on Agy to view data in Agency order. Click on TKU to view data in TKU order. Click on Audited to view all the TKUs that have been audited, Certified to view all TKUs that have been certified or Released to view all TKUs that have been released.

**Indicates a required field that must be entered*

**DCDS Input Procedures
Selection Tab (Selection List)**

The following information is displayed:

Field Name	Description
Dept, Agy, TKU	The department, agency and Timekeeping Unit (TKU) selected.
Audited	The date, time and identification of personnel who audited the TKU.
Certified	The date, time and identification of personnel who certified the TKU.
Released	The date, time and identification of personnel who released the TKU.

TKU Processing Overview - The following chart indicates the steps in processing a TKU:

